

Job Title	PKTPP Advisor
PVN ID	VA-1610-001471
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY-PDI
Status	Part Time
Hourly Rate	\$40.00
Hour(s) a Week	0.00-18.00
Closing Date	Mar 13, 2017 (Or Until Filled)

General Description

The **NY Early Childhood Professional Development Institute (PDI)** is a fast-paced, dynamic public/private partnership that works to ensure that all early childhood practitioners have access to a comprehensive system of professional development.

The PDI is partnering with the Department of Education's Office of Early Childhood Education to support the expansion of Pre-K for All throughout the city of New York by helping to prepare aspiring teachers through the Pre-K Teacher Preparation Project. The Advisor is responsible for supporting individuals at various stages of their pursuit of NYS Teacher Certification in Early Childhood Education. Advisors will assist students with general academic guidance and career supports as they navigate the certification process.

Other Duties

Reporting to the Director of Career Development the Advisor will:

Collaborate in the implementation and coordination of support services relevant to aspiring teachers; including, teacher certification, test preparation, academic support and job search

- Meet individually with participants to develop study plans, encourage and monitor progress, work to mitigate challenges, and coordinate the delivery of services
- Act as liaison between Scholars, program staff, and campus faculty
- Track and maintain data on participant progress for contributions to program reports
- Provide dynamic and collaborative direction to the development and piloting of new initiatives as they become appropriate for inclusion in the project's work.
- Other duties as assigned by the Project Coordinator

Qualifications

- Master's degree in Early Childhood Education or a relevant field of study
- Not less than 3 years of experience helping professionals build teaching careers through mentoring, training, staff development, coaching, career counseling, etc.
- Exceptional interpersonal skills
- Ability to multi-task
- Demonstrated ability to work with underserved populations and people of all ages.
- Ability to develop and sustain successful collaborative partnerships
- Excellent oral and written communication skills
- Familiarity with the structure and dynamics of Higher Education and the NYS teacher certification process
- Availability during evening and weekend hours

Please submit your cover letter and resume.

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